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ABSTRACT

The New Jersey State government has legislated an annual teacher recognition program to honor teachers' achievements, attract talented teachers, and retain experienced teachers. School districts voluntarily select teachers for the award according to a specified selection process. The state awards each teacher a certificate of commendation and donates $1,000 to the teacher's district for an educational purpose specified by the teacher. The appointment of the selection panel and guidelines for the nomination procedure are outlined in this report. A copy of the award form and state resolution are included. (LMI)

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GOVERNOR'S TEACHER RECOGNITION PROGRAM

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GOVERNOR'S TEACHER RECOGNITION PROGRAM

Overview

Dedicated, top quality teachers are key to the success of New Jersey's public schools. Governor Thomas H. Kean and the legislature have initiated the Governor's Teacher Recognition Program in order to recognize the state's many fine teachers. By honoring teachers' achievements, this annual program aims to help increase the stature of teaching, attract talented people to teaching careers, and encourage experienced teachers to remain in the profession.

Teachers selected for the program are invited to attend the Governor's Convocation on Excellence in Teaching on May 10, 1990 at Princeton University's Jadwin Gymnasium. At this gathering, each teacher will receive a certificate of commendation. The state will then forward $1,000 to the teacher's district to be used for an educational purpose designated by the teacher.

Appointment of Selection Panel

Each New Jersey school district is invited to select teachers for the award and return completed Governor's Award forms to the New Jersey State Department of Education by February 16, 1990. In selecting teachers, districts must follow the selection process set by law (C. 322, P.L. 1985). The requirements of the law are specified in the following instructions.

The Governor's Teacher Recognition Program is voluntary. Districts that wish to participate must establish a teacher recognition selection panel which **must include at least one member from each of the following groups: teachers, administrators, parents and other citizens**.

The nine-member* panel must be established as follows:

1. The local board of education selects three panel members (may be any combination of representatives from the following groups: teachers, administrators, parents, and other citizens);

2. The local bargaining unit** which represents the classroom teachers of the district selects three panel members (may be any combination of representatives from the following groups: teachers, administrators, parents, and other citizens);

   ** If the local bargaining unit chooses not to participate, it is then the option of the local board of education to select up to three additional panel members (may be any combination of representatives from the following groups: teachers, administrators, parents, and other citizens).

   That is, if the bargaining unit chooses not to participate, the board has two options: (a) to not select additional panel members; or (b) to select a fourth, fifth or sixth panel member. In either case, it is then the responsibility of those panel members selected to convene and name the final three panel members (see Number three on next page).

3. Those panel members already selected up to this point convene and select the final three panel members from any combination of the following groups, but ensuring that each of the groups is represented on the panel with at least one member: teachers, administrators, parents, and other citizens.

   If the panel cannot reach consensus on the selection of the final three members, then the local mayor shall select three representatives from the district's parent organization.

* The only situation in which a panel may consist of fewer than nine members is when the local bargaining unit chooses not to participate. In this case it is the option of the local board of education to select up to three additional panel members. Some boards may choose not to exercise this option which would result in a six-member panel, or some may choose only one or two additional panel members, which would result in a seven- or eight-member panel.

Selection Process

The selection panel may nominate one non-administrative teacher from each school in the district having at least 10 teachers. Smaller schools in the district may participate by joining with other schools, provided their combined teaching staffs total 10 or more. As part of its deliberations, the panel may solicit nominations for the teacher recognition award from teachers, administrators, parents, students and community members.

Teachers selected by the panel must have distinguished themselves during the previous school year through exceptional contributions in the following areas:

- Use of effective instructional techniques and methods;
- Establishment of productive classroom climate and rapport with students; and
- Development of feelings of self-worth and love of learning in students.

Teachers selected must also have received exemplary local district evaluation reports and have acceptable personnel records devoid of recent sanctions or deficiencies. In order to preserve confidentiality, the selection panel will not be given access to personnel records. The chief school administrator will be responsible for personally reviewing the personnel records of nominees. After a review of these records, the chief school administrator will certify in writing to the panel whether the teachers selected have exemplary evaluations and acceptable personnel records devoid of recent sanctions or deficiencies.

The panel then will forward its selections to the local board of education. The board will certify the district's selections to the Commissioner of Education using the enclosed forms. The board may only submit to the Commissioner the names of teachers submitted by the selection panel.

District representatives must complete and sign the enclosed Certification of Process form in order to certify that program procedures were

followed. This certification form must accompany each district's selections for the Governor's Award. Districts also must submit one Governor's Award form for each teacher selected. The Governor's Award form is enclosed; districts may make additional copies, as needed.

Forms should be mailed to:

Governor's Teacher Recognition Program
New Jersey State Department of Education
Division of Direct Services
225 West State Street
CN 500
Trenton, New Jersey 08625

Deadline: Must be postmarked by February 16, 1990

PIO 900.80

GENERAL INFORMATION

SPECIAL NOTE: Teachers previously selected for recognition are not eligible for renomination for two years following their selection.

"**Non-administrative Teacher**" shall mean a teacher whose primary responsibility, full-time or part-time, is for the classroom instruction of pre-k/elementary or secondary public school students. Teachers with any degree of responsibility for the supervision and/or evaluation of other public school teachers are not eligible for participation.

"**Other Citizens**" shall mean citizens residing within the district's local community who are not teachers or administrators in the district, and who do not have children attending the district's schools.

"**Parents**" shall mean individuals with children in the district's schools.

GOVERNOR'S TEACHER RECOGNITION PROGRAM

Q & A

If a district did not previously participate in the Governor's Teacher Recognition Program, does that preclude participation during the 1989-90 school year?

* No, participation in this year's program is not based on participation in last year's program.

May a district utilize other selection criteria instead of those listed in the program booklet?

* No, teachers selected must have distinguished themselves during the previous school year through exceptional contributions in all three criteria listed in the booklet. They must also have received exemplary local district evaluation reports and have acceptable personnel records devoid of recent sanctions or deficiencies.

Can a district nominate more than one teacher per qualifying school?

* No, the program provides for one teacher only per school with at least 10 teachers on staff. There are no provisions for ties between two or more nominees.

Will all qualified teachers (i.e., one per school with at least 10 on staff) receive the award?

* Yes, there is no further judging at the state level. The names of all qualified teachers that are forwarded to the Department of Education from the local board of education, will be processed for the award.

Are certified "special subject" public school teachers eligible for participation in the Governor's Teacher Recognition Program?

* Yes, the program is open to all certified public school art, music, vocational, special education, or basic skills teachers, school nurses with health class instructional responsibilities, librarians with classroom instructional responsibilities, and other special subject teachers.

If two or more schools in a district each have fewer than 10 teachers on staff, and the schools all share a number of special subject teachers, can the district count the special subject teachers on staff in such a way that all the schools may qualify and nominate one teacher per school for recognition?

* If a full-time equivalence of 10 teachers per school can be established by counting the special subject area teachers, then each qualifying school may nominate one teacher for recognition.

Will the selected teachers each personally receive $1,000?

* No, the check will be sent directly to the district upon receipt of a board resolution accepting the funds. The selected teacher then will designate an educational purpose for the expenditure of up to $1,000 in compliance with local district policies and procedures. Money not expended must be returned to the state and expenditures over $1,000 must be supplemented by district funds. Teachers in a district **may not combine funds to offset over-or under-expenditures**.

Does the state define or qualify what is meant by "educational purpose?

* No, however the state will review all final reports from districts on how the funds were expended.

Are there special accounting procedures required of the participating district?

* The state aid received through the Governor's Teacher Recognition Program should be included as other state aid revenue. The appropriation should be included in the J-2 section of the budget as an "other" state project.

Does the program make provisions for any type of appeal process?

* The Governor's Teacher Recognition Program does not have provisions for an appeal process.

Can a district board member serve on the selection panel?

* Yes, the board member may represent the "other citizens" or "parents" group, whichever is appropriate.

Can the district superintendent serve on the selection panel?

* Yes, the superintendent would represent the "administrators" group on the panel.

In selecting a teacher representative for the selection panel, can the district select:

- a teacher from another district or a teacher who is retired from the district? (*No, the teacher must be on staff within the participating district.)

- a teacher who has been selected for recognition through this program in the past? (*Yes, the teacher must be on staff within the district.)

Can a district select a teacher in the 1990 program who was also selected in the 1988 or 1989 program?

* No, award recipients are not eligible for renomination for two years following their selection. The district may select award recipient(s), however, to serve on the district selection panel.

May teachers of approved adult high schools participate in the Governor's Teacher Recognition Program?

* Yes. Teachers in approved adult high schools are eligible, as long as all the statutory provisions for eligibility and selection are met. For example, an adult high school must have at least 10 teachers who work exclusively in the adult high school. Teachers on the teaching staff of another school and counted in that school for the purposes of this program may not be counted a second time for teaching in an adult high school.

AWARD FORM - GOVERNOR'S TEACHER RECOGNITION PROGRAM

County Code: _____ District Code: _____

The _____ school district in _____ County has

selected Dr./Mr./Mrs./Ms./Miss _____ as a
(type as it should appear on award certificate)

participant in the Governor's Teacher Recognition Program.

Teacher's Home Address: _____
(street) (city) (state) (zip)

Teacher's Telephone Numbers: (__)_____ (__)_____
(Home) (School)

School Name: _____ Address: _____
(street)

Years teaching in district: _____ Total years teaching: _____

Subject(s) taught: _____ Grade level(s) taught: _____

Bachelor's Degree from: _____ _____ _____
college/university city state

Master's Degree from: _____ _____ _____
college/university city state

Doctoral Degree from: _____ _____ _____
college/university city state

District Contact Person: _____ _____ _____
(name) (title) (telephone)

Teacher's Signature: _____

_____ _____ _____
Board of Education President (please type) Signature Date

_____ _____ _____
Chief School Administrator (please type) Signature Date

_____ _____ _____
Board Secretary (please type) Signature Date

Please submit one form per teacher. (This form may be reproduced as needed.)

CERTIFICATION OF PROCESS IN ADHERENCE WITH THE LAW

The district's teacher recognition selection panel was composed of the following members:

NAME (please type)	GROUP REPRESENTED (teachers, administrators, parents, other citizens) Note: Each group must be represented.	APPOINTED BY (local board, bargaining unit, members of panel/ mayor).
_____	Teacher	_____
_____	Administrator	_____
_____	Parent	_____
_____	Other Citizen	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby certify that the district teacher selection process for the Governor's Teacher Recognition Program in the _____ school district has complied with all of the provisions of the law (C. 322, P.L. 1985) and has adhered to the procedures established by the Department of Education. Each of the teachers' names submitted by the district was selected by the district's teacher recognition panel. Each teacher selected has distinguished himself/herself through exceptional contributions in areas designated by the law. Further, each teacher selected has received exemplary local district evaluation reports and has acceptable personnel records devoid of recent sanctions or deficiencies.

_____	_____	_____
Board of Education President (Please type)	Signature	Date
_____	_____	_____
Chief School Administrator (Please type)	Signature	Date

Please submit one form per district.

RESOLUTION

The governing body of _____, county of _____ at its _____ meeting authorized acceptance of funds* under
(Date)
the provisions of C.322, P.L. 1985 for the Governor's Teacher Recognition Program.

Note: This resolution should be signed, dated and returned in order for funds to be disbursed to your district.

* Districts will receive $1000 for each selected teacher.

_____
Signature of Governing Body/Board Secretary

_____
Date

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